



General Disclosure

Public Purpose

The City of La Porte is allocating \$300,000 from the Harris County Coronavirus Relief Fund (CRF) Small Cities Assistance Program (SCAP) to provide financial assistance for local businesses located in the City of La Porte that have been adversely affected by the COVID-19 pandemic. Local La Porte small businesses may be eligible to obtain grant funds up to \$10,000 of emergency relief to be used for business continuity. Grants will be awarded on a first come, first serve basis.

Administration

- The La Porte Development Corporation subcommittee on the “La Porte Cares Small Business Relief Fund” program will review eligible applicants who have submitted all required documentation.
- Priority will be given to applicants that have not yet been approved for funding from other COVID-19 assistance programs.
- If selected as a recipient, grants will be a maximum of \$10,000 based on expenses incurred during the period from March 13, 2020 through the date of application.
- Applications and supporting documentation will be submitted through the City’s website, then provided to the subcommittee for review. Applications will be reviewed in the order of arrival.

Term of Grant

Grant applicants are only eligible to receive one grant award. Funds are provided as a reimbursement grant for eligible uses caused by COVID-19 business interruption from March 13, 2020 to September 30, 2020. Grant paid as reimbursements after review of invoices and receipts. Repayment is only required if the grant agreement is violated or the City of La Porte determines duplication of benefits has occurred.

Available Grant Amounts

Not to exceed \$10,000 per eligible business.

Program Service Area

The program is available to eligible for-profit businesses located within the City of La Porte. The location of the business will be validated and prohibit the distribution of funds for multiple locations for the same business.

Funding Source

The La Porte Cares Small Business Relief Fund is funded through CARES Act funds provided by the United States Department of Treasury to Harris County and provided to the City of La Porte through the Small Cities Assistance Program (SCAP). As such, these funds have Federal requirements, as described in this document.

Duplication of Benefits

Businesses may not receive federally subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) or the Federal Emergency Management Agency (FEMA). Applicants for City of La Porte grant funds under the La Porte CARES Small Business Relief Fund must disclose any funds applied for or received from these



sources or other federal assistance programs. It is in the City's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. Grants under this Program will be provided in an amount not to exceed the level of need. If a duplication of benefits determination is made after City of La Porte funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the City.

Eligible Businesses

- Businesses with 50 employees or less at the time of the City of La Porte's COVID-19 local disaster declaration on March 13, 2020.
- Must be located within La Porte city limits and operate out of a physical location in La Porte.
- Physical location includes "brick and mortar" structure, single-family homes, and other types of physical locations in La Porte. Locations will be verified with the review of Certificate of Occupancy as granted by the City of La Porte Building Inspection.
- Business must have been in operation since March 13, 2019.
- Registered to do business in the State of Texas.
- Demonstrate a 25% or more loss of revenue due to the COVID-19 pandemic.
- Annual gross revenue must be under \$5 million.
- Owner/Applicant is not currently in bankruptcy and has not filed bankruptcy in the last 12 months.
- Owner/Applicant is current with City property taxes and City fees, or has a payment plan in place with the City as of April 30, 2020.

Ineligible Businesses

- Business with an operating location outside of the City of La Porte's incorporated limits
- Business with more than 50 employees at the time of application
- Non-profit/Not-for-profit organizations
- Businesses that have filed for bankruptcy as of January 2020 or are currently in bankruptcy
- National franchises, excluding independently owned franchises
- Pyramid concerns
- Gambling establishments
- Real estate developers Real estate businesses (single-family, multi-family, commercial, short term rental)
- Investors
- Government entities/departments
- Hobby businesses
- Sexually oriented businesses (live performances, product sales, items, or materials)
- Political and lobbying concerns
- Religious organizations
- Business suspended or debarred from doing work with the federal government
- Predatory lending business
- Pawn shops
- Package liquor establishments
- Tattoo parlors
- Smoke/Vape shops



Eligible Uses of Grant Funds

Grant funds can be used to support the cost of business interruption due to COVID-19 because of required closures, voluntary closures to promote physical distancing, or decreased customer demand due to COVID-19, including:

- Payroll costs for permanent employees and/or contract labor
- Payments to suppliers
- Rent, lease, or mortgage expenses for real property used exclusively for business purposes (excludes personal residences)
- Rent, lease, or purchase payments for business equipment (excluding any personal property not used exclusively for business purposes)
- Technology applications and Wi-Fi services
- Utilities for locations used exclusively for business purposes
- Cost of critical business operations (raw materials, marketing, etc.)
- PPE and sanitization supplies and other related COVID-19 expenses
- Interest on business debt obligations (other than personal residences) incurred after March 13, 2020)

Ineligible Uses

- Lobbying for any purpose
- Repayment of loans or debt unrelated to needs created by COVID-19 disaster and Eligible Uses of Grant Proceeds
- Certain taxes and fees (such as property taxes, payroll taxes, licensing fees, etc.)
- Any other costs that are determined ineligible through continued release of federal guidance

The undersigned hereby represents that the information in this application is true and correct. The undersigned further understands that if upon investigation, it is determined that incorrect information was knowingly or willfully provided or that false representations were otherwise made in connection with this application, certification shall be denied and the matter shall be evaluated for possible sanctions under the law. The undersigned hereby authorizes City of La Porte to obtain additional documents such as: Payroll records, Financial Statements, and Bank Statements from January 1, 2019 through December 31, 2019; or other documentation from applicant to determine proof of eligibility, if needed. A material or false statement or omission made in connection with this statement is sufficient cause for denial of application or revocation of prior approval.

WARNING: The information provided on this form is subject to verification by the Department of Treasury at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

Business Name

Applicant Name

Date

Signature